

**Horringer-cum-Ickworth Parish Council
Minutes of the Parish Meeting held on Monday 21st October 2019
In Horringer Community Centre**

Present: Cllr. Knight (Chairman) Cllr. Crofts (Vice - Chair), Cllr. White, Cllr. Fuller and Cllr. Walker Cllr. SCC Karen Soons, Borough Councillor Terry Clements Mrs. Michelle Thompson (Parish Clerk) took the minutes.

Cllr. Knight welcomed everyone to the meeting.

Democratic 1/4 Hour/ Public Question Time: From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council Meeting at 7.pm Members of the public may not take any further part in the meeting after this item has been discharged.

(Items raised for decision will appear on the agenda for the next meeting)

Two members of the public were present.

A Parishioner of the village reported that the Footpath between the Lowe and Six Bells pub was very overgrown and could be seen as a risk factor. The Clerk was asked to report this to Suffolk Highways and send a copy to Cllr. Soons. It was agreed, that if more people were to report such incidents the Parish may get a better response from Suffolk Highways.

1.	Record Councillors' Apologies for Absence: Nil	
2.	Declarations of Interest: Nil	
3.	<p>County Councillors' Report: Cllr. Soons mentioned that on 18th October Cllr. Crofts, Cllr. Knight and Cllr. Walker met with Matthew Fox Highways Engineer, where they looked at speed limit options on the A143 between Horringer and Bury St Edmunds.</p> <p>Cllr. Soons informed the Parish Council that Andrew Reed has taken over Highways and Mary Evans is now responsible for Education and Children's Services. The Parish Council informed Cllr. Soons that a letter of complaint has been sent to Suffolk County Council regarding Footpaths, which has been received and is being looked into. In the meantime, Cllr. Soons informed us that more enquires into the footpaths will be taking place. One particular path is very narrow and needs trimming back, it was suggested to contact Highways to see whether this could be resolved.</p> <p>Also, a letter was sent regarding "<i>The Self- Help Scheme</i>", asking for clarification and an explanation on how the scheme will work.</p>	

Borough Councillors Report: Cllr. Clement reported back to the Parish Council about the Rural Task Force Scheme, saying that their main areas of priority are Housing, Community Transport, Community/Social Housing and Broadband. The access to these local services is fundamental to people in rural areas.

He enforced the important of our community and expressed how important it is to make housing more affordable to local people therefore enabling them to stay in their community and not move away.

Cllr. Crofts endorsed this and mentioned that the scheme should be promoted as it would not be used, if people were unaware of the services available.

Cllr. Clements went on to report that 50% of all local authorities are building Council Houses but mentioned that Councils should be allocating 30% of all new builds to social housing.

Community Council Report:

There are two residents who have agreed to trim the boundary shrubs around the car park to a more manageable height and then the Community Council will pay for new shrubs to fill in the gaps.

Also, we are exploring different heating options and seeing which is most effective and, on the way, hopefully gaining some additional grants.

Wednesday 23rd October 10.am – 4 pm is our DIY day where we try and have a variety of jobs lined up. As well as this we have numerous volunteers assisting on the hall to keep it looking nice and attractive with not too much expense to the village.

They are getting prepared for different other events e.g. Bonfire Night and the Christmas Light- up.

It has been decided that The Community Centre should have Wifi installed as there has been a lot of enquires made by different hirers of the Hall, so Broadband is being installed.

Cllr. Knight went on to discuss that they are short of Community Council members along with the Parish Council having two vacancies. Cllr. Crofts therefore suggested it would be beneficial to have an “*Open Evening*” in the Community Centre to make people of the village aware of the different organisations within the village, the importance of them, their roles and what they do within the community and how the village would miss out if they were not there.

4. **To Consider the Approval of the Minutes of the Last Meetings:**

The signing the minutes of the meeting held on 16th September 2019 were proposed by Cllr. White and this was seconded by Cllr. Crofts. All were approved and signed as a true record.

5. **Reports:**

- i *Play Area Report:* Due to the resignation of Cllr. Hammill Cllr. Ruth Walker has kindly offered to take on the role of inspecting the play Area and doing a weekly checklist. The Chairman outlined the importance of the inspections Required by the Council and Sovereign and asked Cllr. Walker to keep a check on trip hazards.

- ii *Chairman's Report:*

The Chairman reported back to the Parish Councillors about DCON(A)/2575 Telephone Kiosk saying that everything has now been put in place and we can see the grand opening happening soon. Advertising it in the Horringer Diary, Local Newspaper and Facebook. It was suggested that shelving be put up and therefore the Clerk was asked to look into gaining some quotes. They were considering asking Ickworth Park School and the Pre -School to provide some art work for display and into a Poetry reading.

Cllr. Knight informed the Parish Council, he had received an email from a resident about an overgrown hedge situated on the land near the Village pond that was leaning again a residents fencing Havebury Housing were contacted and their Maintenance Team were in the process of trying to cut it back.

6. **Updates: -**

Footpaths along the A143 in Horringer Village :-

This was discussed earlier with our SCC representative Cllr. Karen Soons, and at the last meeting, it was decided to send a letter of complaint to Suffolk County Council, which has now been received and is being dealt with. As well, a letter of concern has been sent about Suffolk's *Self - Help Scheme* as it was thought that we could jointly work together with Highways to provide some of these services. The letter outlined the concern of the Parish Council, as it doesn't really give enough explanation of the different options available to Parishes.

Cllr. Crofts went on to report that the Scheme suggests that the work must take up to 7 days, but our argument is no one knows how long a job will take. A response was received back from Highways and the Clerk was asked to correspond with them and Cllr. Soons to arrange a mutual meeting with Cllr. Crofts and Cllr. Knight representing the Parish.

Highways Spreadsheet

Cllr. Crofts and the Clerk have been working together to produce a Spreadsheet to report all Highways issues within the village. It was suggested once established to circulate it so that the Councillors can input an incident if they report it.

It was also suggested that if Highways are contacted, the Clerk should be sent any emails so we could update our spreadsheet and keep an up to date record.

Grit Bins:-

This service is provided annually by West Suffolk Council but also the village have a group of volunteers that assist. The Clerk has been contacting the Horringer cum Ickworth Grit Bin volunteers to see whether they would consider being part of a "*What's Ap Group*" which would be overseen by Cllr. Fuller. The Clerk is to enquire in to the possibility and then report back.

New Defibrillator Situated at Ickworth Park Primary School

Correspondence is still taking place between the school and Cllr. White regarding having defibrillator.

Vacancy of Parish Councillors

Due to the resignation of Cllr. Hammill there are two available vacancies for Councillors. The Parish Council therefore agreed to advertise in the Horringer Diary and also Cllr. Walker offered to arrange some printing of Flyers to be distributed alongside the magazine. The Councillors also discussed the importance of the role of a Parish Councillor.

7. To Consider West Suffolk Council's Rural Task Force

This was discussed earlier alongside Cllr. Clement's Borough Council Report. Cllr Crofts outlined that a letter would be sent from the Parish Council to the Rural Task Force Team outlining the Parish's position on such issues in the village.

8.	<p>To Consider the Dates for The Parish Council Meeting for 2020</p> <p>A scheduled of dates for 2020 was prepared and circulated to all Councillors of which all agreed.</p>	
9.	<p>To Consider Purchase of a New Closed in Noticeboard at the Front of Community Centre:-</p> <p>The Parish Council has been considering installing a replacement Noticeboard at The Community Centre, with some of the surplus money left over from the roofing project. The Parish Council has decided that they want it to be accessible to the general public so a request for a magnet to be installed. The Clerk went back to the company and all was agreed so confirmation and delivery was arranged.</p>	
10.	<p>To Consider Litter Picking in Horringer:-</p> <p>The Clerk has made enquires with West Suffolk Council as to how the Parish Council could use their services and how they could provide volunteers to Litter Pick in Horringer Village. The Clerk was waiting on some responses to see if the Council could accommodate us with this task.</p>	
11.	<p>To Consider the Pricing of the Hatching a Parking Space for Emergency Access for The Scouts</p> <p>The Chair of the Community Council feed back to the Parish Council on the subject of Scout access. They are saying that with the current layout of the car park, if cars were parked in the disabled bays and the first space by the Scout field (where the bins currently are) then emergency vehicles could not access the scout hut. Therefore, what is needed is to change the parking spaces here and hatch out the area for emergency vehicles only.</p> <p>The Community Council have obtained quotes:- The first quote being £495 plus Vat for just the "<i>hatching</i>" work and the second £624.00 for re-marking the whole car park as the lines are very worn as they will probably need to be redone in the near future. Enquires were also made into the speed bump at the beginning of the entrance.</p> <p>The Parish Council have requested the Community Council to gain a further quote but have said this is an area that would be considered for Parish Council Funding. The Chair of the Community Council is to gain further information and then report back.</p>	

12. **To Consider Risk Assessment Received by the Community Council**

The Chairperson of the Community Council kindly attended the Parish Meeting to outline to the Council the findings of the report. She said that "*The Risk Assessment*" that was carried out states that there is a fire alarm system within the building, but appears to only consist of a small number of call points and warning beacons in the toilets. This system is not linked to any fire detection in the social club and there are no smoke or heat detectors throughout the building. It seems the current system is very minimal and I doubt whether it complies with current regulations. I would expect to see in a community building of this size a full fire alarm panel with smoke detectors in each room and a linked system with the social club. This is especially important as this is a timber framed building'. The Community Council are therefore requesting that a connecting system be installed so that wherever you are in the building, a fire can be detected. The Parish Council have been asked if they would approve this option and then contribute some funds towards the project. They have received two quotes but a third is being obtained the amount payable has not yet been decided.

13. **To Consider Budget Settings Schedules i.e. Grants given by the Parish Council**

It was decided and approved by the Parish Council to give out Grant forms from the Parish to organisations that have put in requests for grants in previous years. This would enable the Parish Council to gain an idea how much is to be spent on grants in preparation for the beginning of the new financial year in April 2020 and the setting of the Precept in December 2019.

14. **Correspondence:-**

To Consider the Lease Agreement re Office Space at the side of the Community Centre:-

The Parish Council discussed the Leasing Agreement they have with the existing tenant, which is due for renewal in November 2019. The tenant was contacted and it was decided to draw up a new agreement and renew the existing lease for another two years at £200.00 per month.

This was passed as a resolution and approved by all. The lease was signed by the Chairman Cllr. Knight and Vice Chairman Cllr. Crofts and witnessed by Horringer cum Ickworth Parish Clerk Michelle Thompson all on behalf of the Parish Council.

15. **Planning Application:**

DC/19/2057- Trees in Conservation Area Notification Group of Sycamores (G1 on plan) fell
Grovebury House The Street. Horringer, Bury St Edmunds
Mrs Daley

DC/19/2054 – Tree Trees in Conservation Area Notification 2no Goat Willow (T1 and T2 on plan) fell
Gainsborough House Lane, Horringer Bury St Edmunds
Mr. M Milnes

DC/19/1924/HH Household Planning Application – Two Storey and Single Storey Rear Extension
Farm Cottage, Chevington Road Horringer IP29 5SW
Mr and Mrs Dodman

No objection from the Parish Council on these Applications.

West Suffolk Council Strategic Housing and Land Availability Assessment (SHELAA) 2019 Stakeholder Consultation

This is in the early stages of preparation of a local plan for West Suffolk. The first formal stages for public consultation on the Issues will be in January 2020.

One aspect of the plan is to review the current settlement categories and hierarchies and identify the most sustainable communities, such as the presence of shops, school etc. it reviews the adopted settlements, and identifies Horringer Village as being at the bottom of the hierarchy and is what is known as an “*Infill Village*” with only small scale developments likely.

16. **Finance Report and to consider payments to be made:** The Clerk confirmed receipt of rent from the Old Post Office of £200 Aug and Sept and interest of £1.62

i **West Suffolk Council** (Election Fees) Cheque No 1915 was raised for £21.34

ii **HMRC** (Clerks Tax) Cheque No 1916 was raised for £15.20

iii **Michelle Thompson** (Clerk’s Salary Sept and Oct)
Cheque no: 1917 raised for £ 486.00

	<p>iv SALC (Budgeting Training P. Crofts) Cheque No:-1918 was raised for £42.00</p> <p>v SALC (Clerk Payroll Fees for six months) Cheque No:-1920 was raised for £54.00</p> <p>vi McGregor Garden Services Sept Grass Cut: Cheque no: 1921 was raised for £228.00</p> <p>vii Michelle Thompson (Clerks' Expenses) Cheque no:1922 was raised for £95.56</p> <p>viii No further invoices had been received.</p> <p>Reserve account @ 9533.42 - 08.01.19 Current account @ 41,190.41 - 07.10.19</p> <p>Parish Council Insurance Renewal</p> <p>The Parish Council discussed the Parish's Insurance Policy which is due for renewal on 18th November 2019</p> <p>Revised Fixed Asset Register</p> <p>This years Fixed Asset Register has been revised due to the purchase of the Clerk's Computer. The new register has been circulated to all Councillors.</p> <p>17. Councillors' Reports and Items for Future Agenda:</p> <p>The was no further business or items for the next Meeting.</p> <p>18. Date of Next Meeting – The date of the next scheduled meeting was confirmed as Monday, 18th November 2019.</p> <p>There being no further business the meeting was closed at 10.20pm</p>	
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